

Creston Elementary School District #9

Position: Part-Time Custodian (May be combined with part-time maintenance and/or bus driver)

Date Posted: 5/23/25

Hours: Part-Time Monday-Friday during Academic Year; flexible hours during vacations

Hourly Rate: \$17.50 - \$19.00 per hour DOE

Benefits: Annual leave, sick leave, monthly benefit in lieu of insurance

Closing Date: Open until filled

Start Date: August 18, 2025

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

Duties include:

Sweeps, mops, scrubs, and waxes floors.

Vacuums rugs and carpets.

Cleans restrooms, replenishes supplies, and fills dispensers.

Washes windows, walls, sinks, and fountains.

Picks up trash and litter and empties and cleans trash and garbage receptacles.

Organizes, maintains, and recommends for purchase minor equipment and supplies.

Secures buildings at end of shift.

Only minimum duties are listed. Other functions may be required as given or assigned.

Minimum Qualifications:

No experience required, but some previous custodial or janitorial work is desirable; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.

- Knowledge of methods, materials, and equipment used in cleaning various types of surfaces and furniture.
- Knowledge of basic safety practices related to custodial work.
- Perform heavy physical labor.
- Work effectively without close supervision.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to effectively manage time and responsibilities.

Pre-employment requirements:

- Successful applicant must:
 - pass a criminal background check.
 - receive a satisfactory medical examination report.

Equal Opportunity Employer

Creston School District provides all people equal opportunity for employment without regard to race, religion, gender, age, national origin, disability, or marital status.

To Apply:

Send complete application (available at crestonschool.com) and if applicable, other certifications to:

Rachel Stevens – Principal

Creston Elementary School

4495 Hwy 35

Kalispell, MT 59901

rstevens@creston.k12.mt.us